

**TOWN OF STONINGTON
JOB DESCRIPTION**

GRADE 3 – LABORER/SMALL & LARGE TRUCK DRIVER

NATURE OF WORK: The Laborer/Small & Large Truck Driver performs skilled, semi-skilled and non-skilled work involving a variety of tasks relating to the construction, maintenance and repair of Town roads, bridges, grounds, buildings and recreational facilities. This position requires independent judgment, initiative, maturity, observation and communication skills, and accuracy.

SUPERVISION RECEIVED: The Laborer/Small & Large Truck Driver receives regular work assignments and direction from the Highway Supervisor. When the Highway Supervisor is not available, the Laborer/Small & Large Truck Driver receives direction from the Foreman and the Senior Equipment Operator, in that order.

SUPERVISION EXERCISED: The Laborer/Small & Large Truck Driver has no supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Operates small and large trucks as assigned.

Performs a variety of unskilled and semi-skilled tasks as laborer including, but not limited to, acting as groundskeeper, i.e., rakes grass and leaves, seeds and cares for lawn; cuts grass, weeds and brush by hand or power equipment; prunes or trims trees, shrubs, hedges and bushes; and gathers and removes litter.

Operates basic hand tools, power tools and equipment, i.e., chainsaws, power saws, leaf vacuum, brush cutters, stump chippers, jack hammers, pavement breakers, rooters.

Cleans gutters, sweeps streets, digs ditches, shovels materials such as sand, stone, etc., and spreads patching materials.

Performs miscellaneous carpentry, painting, paint spraying, line and sign painting, and less-skilled masonry work, as needed.

Removes snow and ice from walkways, driveways, and parking lots and spreads salt in those areas.

Directs traffic and/or helps set up traffic control devices

Cleans all vehicles and equipment as required.

Mixes, spreads or sprays fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using automatic sprayers or spreaders.

Performs daily pre and post vehicle inspections as required

Performs general work assignments and reports work accomplished to his/her immediate supervisor.

Responds to off-duty emergency calls as needed and participates in snow removal operations as required.

Must be able to work a flexible schedule

Regular attendance is a requirement of this position.

*******The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*******

OTHER JOB FUNCTIONS:

Performs related duties and responsibilities as required.

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Some knowledge of the hazards and safety precautions associated with public works maintenance and repair projects or the ability to gain such knowledge in a reasonable period of time.

Some knowledge of the equipment, materials, methods, and techniques used in general highway maintenance, drainage installation, resurfacing highways, installing curbing, maintaining parks, fields and grounds or the ability to acquire such knowledge in a reasonable period of time.

Ability to perform all duties and responsibilities and operate all equipment in a lower classification.

Ability to read and write English and to comprehend procedures, policies, documents and directives that are necessary to the safe performance of the job.

Ability to follow oral instructions and to organize and express thoughts and ideas by way of oral communication.

Ability to carry out assigned projects to their completion.

Ability to work independently in a responsible manner utilizing independent judgment.

Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is or will be a problem.

Ability to read maps and/or to follow written and verbal geographic directions.

Ability to drive, maneuver, navigate or run vehicles or mechanized equipment such as forklifts and snow plows.

Ability to meet the demands of a flexible work schedule. Ability to work outside normal business hours as necessitated by the position, i.e. weather or disasters requiring the services of the Stonington Highway Department.

Ability to establish and maintain effective and courteous working relationships with the general public, supervisors, co-workers and with people from other departments and agencies.

Education, Experience and Training

High School, Vocational School graduate, or equivalent experience. Minimum of two years of experience in the field of highway maintenance or construction work.

Criminal background and driving record checks required prior to employment.

Means of transportation.

PHYSICAL DEMANDS:

Considerable physical strength and stamina.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is constantly required to: speak; hear; stand; walk. The employee is frequently required to bend; reach; use hands, fingers, wrists for repetitive motion; handle/feel objects. The employee must occasionally climb; balance; squat or kneel; stoop or crouch; sit; get in and out of vehicles; drive; tolerate exposure to weather, and environmental allergens.

In addition, the employee must occasionally be able to lift and/or carry up to 100 pounds, push up to 100 pounds, pull up to 100 pounds, and grip up to 55 pounds from various heights. Continuous visual acuity including close vision and the ability to adjust focus and normal audio ability is required.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in precarious places; is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, extreme cold, wet and/or humid conditions, risk of electrical shock and vibration. The employee constantly works in outside weather conditions.

The noise level in the work environment ranges from moderately loud to loud.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions, and address disturbances.

LICENSE OR CERTIFICATE:

Commercial Drivers License, "CDL-B" (with tanker & air brake endorsement) with a good driving record clear of any convictions for serious motor vehicle violations required.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The numbers shown in the Examples of Essential Functions and Qualifications Profile are meant only for reference and do not represent any order of magnitude *******

APPROVED BY:_____

DATE:_____